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BY E-MAIL AND WEB POSTING

February 20, 2013

To: All Licensed Electricity Distributors

Re: Reporting and Record Keeping Requirements (“RRR”) 2012 annual filings due April 30, 2013

As established in the Reporting and Record-keeping Requirements (“RRRs”), annual filings for 2012 are due from electricity distributors **on or before April 30, 2013**. These RRR filings are required as a condition of license for all distributors. This letter will serve to remind all distributors of their reporting obligations and that all electronic and hard copy filings **must be received by the Board by the required due date**.

The Board issued its Renewed Regulatory Framework for Electricity Distributors: A Performance-Based Approach Report of the Board (the “RRFE Report”) on October 18, 2012. As the RRFE Report states, the Board intends to issue a Supplemental Report setting out its determinations on rate-setting, including the productivity factors and the stretch factors for rate-setting adjustment under the 4th Generation and Annual Indexed IR rate setting options. The Board intends to include 2012 data in the analysis. This Supplemental Report is expected to be issued in July 2013. While the timetable is achievable, it will require that distributors file their annual information by the April 30, 2013 deadline.

The April 30th timeline for annual filings has been in use by the Board since 2004. The Board expects that distributors will now have established timelines with their external auditors that allow for filing of final audited financial statements and trial balance information in keeping with the Board’s annual filing requirements. Given the timelines established for implementing the new rate-setting options under the Renewed Regulatory Framework, **the Board will not be granting extensions to the RRR filing deadlines this year**.

In the previous year a significant percentage of annual filings were either filed or revised after the due date. Distributors are cautioned to exercise care in ensuring that their initial submissions are correct. Given that the information will be used for the purpose of benchmarking and setting the productivity factor, filing errors affect all distributors, not just the distributor making the error.

Meeting regulatory requirements is an important aspect of a distributor's licence. Ensuring that the most current information is available to the Board is essential in completing an effective and timely transition to the Renewed Regulatory Framework for 2014 rates. The Board appreciates your cooperation and looks forward to receiving all licensed electricity distributor RRR filings on or before April 30, 2013.

Yours truly,

Original Signed By

Kirsten Walli
Board Secretary